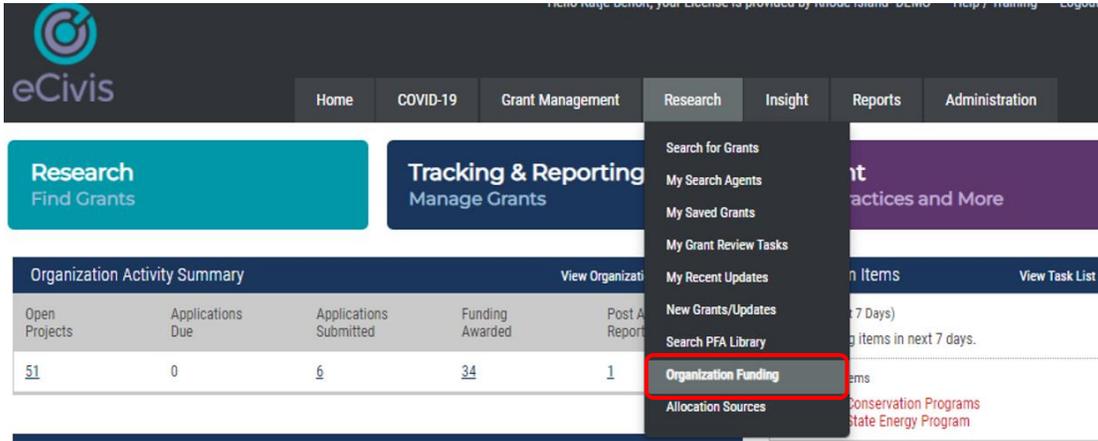


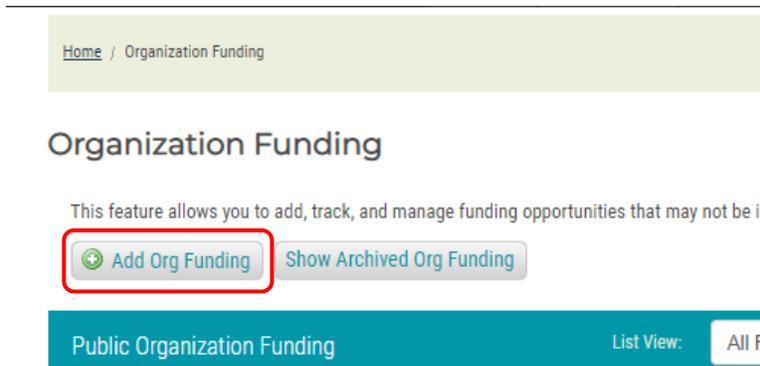


When and How to Create Org Funding

Organization Funding can be created when you cannot find your grant funding source through the Search for Grants tool. Please see the *How to Search for a Grant in eCivis* user guide for in depth instructions. Once you have searched for your funding source and determined it is not already in the system, hover over the “Research” tab and select “Organization Funding.”



Select “Add Org Funding”



Select if the funding you received was competitive or non-competitive.

Add Organization Funding

Select Funding Process

Competitive Funding Non-Competitive Funding



Based on your selection, fields for Funding Identification and Application/Financial will pop up for you to complete:

Funding Title – Here you will identify the specific source of funding or the name of the grant program from which you received an award. (Example: State Energy Program)

Fiscal Year – The Grantor’s fiscal year for which the funding was awarded (Example: State Energy Program FY22 would be fiscal year 2022)

Funding Type – Choose from the drop-down menu what type of funding it is

Agency – The name of the grantor agency from which you are receiving funds (Example: U.S. Department of Energy). Please reference the *List of Funding Agencies for Org Funding* user guide for correct spelling and punctuation.

Office – If applicable, the office within the agency you are receiving funding from (Example: “Office of Nuclear Energy”, which is within the U.S. Department of Energy)

FAIN – Your Federal Award Identification Number if you have it

CFDA Number – Enter the CFDA number

Organization ID – Organization ID of the funding agency

Grant Contact – Grant contact of the funding agency

Due Date Type (only for competitive funding) – Select from the drop-down menu the type of due date for the application process

Application Due (only for competitive funding) – The date that the application is due

Total Funds – Total funds available for the grant program. If you don’t know, enter the amount for which you applied for.

Matching Required – Select from the drop-down menu the matching requirements of the grant program

Match Type – If applicable, select from the drop-down menu the type of match required for the grant program

Summary – Enter a brief summary of the funding opportunity and the intended purpose for the funds.

Categories – Select at least one category that describes the funding you are receiving

Eligibility – Select at least one of the eligible entities

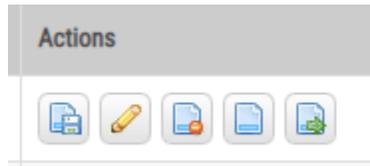
Reference URL – If the funding you are adding has a website, you can add that URL in this field.

Attach Files – Upload any accompanying documentation (Example: Notice of Funding Opportunity)

Hit “Save”



You can then save this to a project and track it just like you would with a grant found in the Search for Grants database.



Available Actions:

Save/Assign Grant – Assign the grant funding you just created to an existing or new project. For more detailed instructions please reference the *Adding an Awarded Grant to eCivis* user guide.

Edit Grant Information – Allows you to edit the information you entered in the fields above.

Delete Grant – Allows you to delete the grant.

Archive Grant – Allows you to archive the grant and removes it from the Org Funding list. If needed, you can unarchive the grant at a later date.

Duplicate Grant – If this is a grant you receive each year, you can duplicate the grant. The duplicated version is pulled up with all fields pre-populated with the information you entered above but can be edited before saving.